

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	ASSISTANT CIRCUIT EXECUTIVE FOR INFORMATION TECHNOLOGY
Opening Date:	May 24, 2010
Closing Date:	June 18, 2010 or until filled
Salary Range:	\$80,823 – \$131,354 (CL 30)
Promotion Potential:	\$95,055 – \$154,533 (CL 31)

The Office of the Circuit Executive for the Eleventh Judicial Circuit in Atlanta, Georgia, is accepting applications for the position of **Assistant Circuit Executive for Information Technology**. A letter of application with a resume and a self-edited writing sample of no more than three pages should be submitted by **June 18, 2010**, to:

Cheryl Vessels
Human Resources Manager
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

Position Overview: The Assistant Circuit Executive for Information Technology is an upper-level management position reporting directly to the Circuit Executive and the Deputy Circuit Executive, and exercising broad supervisory and administrative responsibility. Major responsibilities include assisting the Circuit Executive in the exercise of duties outlined in Title 28, United States Code, § 332 and those assigned by the Judicial Council and the Court of Appeals; establishing and enforcing operating procedures and standards; directly supervising a staff of 13 technical professionals; and managing all aspects of information technology operations of the court, including budgeting, procurement, property accountability, personnel management, and support of judicial officers. The position requires extensive automation and analytical skills and strong project management skills in an information technology environment.

Representative Duties:

Research, analyze, and synthesize statutes, policies, and regulations governing information technology matters, procurement and budget matters, personnel and employment matters, and judiciary practices and procedures. Provide expert opinions regarding acceptable options and best practices for automation matters. Prepare written memoranda, policies, and manuals.

Coordinate staff efforts, comply with project deadlines, and evaluate and memorialize lessons learned during projects and operations. Conduct needs assessments and project planning, and develop training plans for implementing and fielding new technologies.

Develop organizational goals and objectives, including the establishment and adjustment of long range schedules, priorities and deadlines for completion of work assignments. Assist the circuit executive in formulating and implementing policy.

Serve as procurement officer for information technology property; and maintain the court information technology property record. Plan and coordinate information technology support for the biennial circuit judicial conference and special events such as investitures, dedications, and ceremonies.

Coordinate circuit-wide information technology matters and serve as liaison between the circuit and national IT staff at the Administrative Office of the U.S. Courts.

Qualifications and Requirements:

A minimum of ten years of progressively responsible information technology experience, including at least five years of substantial management responsibility is required.

An undergraduate degree from an accredited college or university is required. A graduate degree in business, public, or judicial administration, or in information technology is preferred.

Broad technical competence in Microsoft networking administration, Lotus Notes Email administration, CM/ECF, application performance management, telecommunications, and help desk/PC user support.

Project management expertise involving multiple complex projects with budget constraints and firm deadlines.

Working knowledge of budgets, spending plans, and federal procurement processes. Capability to become a contracting officer.

Demonstrated excellent written and oral communications abilities and strong interpersonal and analytical skills are essential. Experience working in a legal or court environment, particularly federal court, is desirable.

The incumbent must manifest the highest degree of professionalism, courtesy, and diplomacy at all times; have excellent managerial and interpersonal skills; excellent automation skills; ability to interpret and apply complex rules and regulations; and unquestionable integrity.

Work is performed in an office setting with overnight travel required within and outside of the circuit. Duties may require working outside of normal business hours. Physical effort may be involved in moving, connecting, or troubleshooting equipment.

Conditions of Employment: The selected candidate will be subject to a background check, and retention depends upon a favorable suitability determination after a ten-year background investigation. The initial investigation will be updated every five years thereafter. All employees of the Judiciary are “at will” employees in the excepted service. The position is subject to mandatory electronic funds transfer for payment of salary. Applicants must be citizens of the United States of America or be eligible to work in the United States.

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year
SICK LEAVE	13 days per year
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee, however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Employees contribute 8.45% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 8.45%, 6.2% goes to social security, 1.45% goes to Medicare, and .8% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

(revised 12/2006)